

ALLEGHENY COUNTY HOUSING AUTHORITY
301 CHARTIERS AVENUE, MCKEES ROCKS, PA 15136

Authority Position Available: MAINTENANCE AIDE

Date Posted: January 11, 2021

Purpose: This semi-skilled maintenance position at the journeyman level in the Facilities Department, covered under a Collective Bargaining Agreement with SEIU 32 BJ, is primarily responsible for building maintenance repairs, janitorial work, and grounds and landscaping duties. Work follows established procedures but calls for independent judgment to perform the job. This position reports to a Regional Facilities Manager.

Essential Job Functions

1. Perform all janitorial related work in vacant units and common areas
2. Repairs and replaces electrical outlets, switches, light fixtures, etc.
3. Replaces glass in doors and windows
4. Minor miscellaneous plumbing
5. Makes minor repairs of walls, sidewalks, etc.
6. Installs and repairs stoves, refrigeration, hot water heaters and other home appliances
7. Repairs floors, doors, windows and business furniture
8. Performs a wide variety of other semi-skilled building maintenance tasks
9. Cuts grass, cleans grounds, trims shrubs, and other grounds keeping
10. Determines quantities and cost, and requests supplies
11. Cleans and stores tools and equipment
12. Must be able to use tools of the trade, as well as common office machines, including PCs, fax machines, etc.
13. Maintains records and logs as needed to document work performed
14. Ability to understand and follow verbal and written instructions
15. Must interact and have the ability to communicate well with diverse individuals and people from a broad range of social and economic backgrounds
16. Bends/stoops/climbs, walks, reaches and lifts/carries heavy objects or relevant materials and tools; twists torso 45° to 90° to perform essential functions; must be able to stand most of the work day; works in year-round weather conditions
17. Must be physically able to access all units, common areas, buildings and grounds for work purposes
18. Must be able to work while standing or walking for extended periods of time
19. Must be able to work in hot, cold, damp, or dusty areas, both inside and outside
20. Must be able to come to work promptly and regularly
21. Ability to be on call 24 hours a day, 7 days a week

Required Education/ Experience

High school diploma or equivalent required. Demonstrated building and grounds maintenance experience; skilled tradesman experience preferred. Must have and maintain a valid PA driver's license and use of a personal vehicle.

WAGE: \$17.00

As a condition of employment, candidate must successfully pass a post-offer physical examination, drug screen and background security review, with regular full-time employment being contingent upon successful completion of a probationary period.

Frank Aggazio

Frank Aggazio, Executive Director

APPLICATIONS OR RESUMES SHOULD BE MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY,
ATTN: HR, 301 CHARTIERS AVENUE, MCKEES ROCKS, PA 15136 OR EMAILED TO: jhoover@achsng.com
AN EQUAL OPPORTUNITY EMPLOYER